



TRANSIT BUS DRIVER

Opening Date: December 22, 2006

Closing Date : January 10, 2007

Salary Range: 8 (AFSCME)

The City of Woodburn is currently accepting applications for a full-time Transit Bus Driver. This position operates a transit bus on a fixed schedule route or a para-transit van on a varied route based on elderly and disabled transportation needs. Work is generally performed Monday through Friday.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

- Vehicle maintenance before daily use of the vehicle and general housekeeping and securement at the end of the day
- Maintain published time schedule at selected points along an assigned route when operating the transit bus
- Maintain a pickup schedule as assigned by Transportation Coordinator and self-schedules pickups for passenger return when operating the para-transit van
- Observes all traffic laws, safety regulations, and operational rules to transport passengers
- Performs general vehicle operational duties which includes loading and securement of passengers with wheelchairs and/or mobility devices; provide informational brochures to riders; collect fares and records number of passengers in a daily log; prepares reports of driving hazards and provides input on route problems and procedural changes; wash vehicle exterior once each week
- Attends training classes as assigned
- Performs related work as required

MINIMUM QUALIFICATIONS:

Position requires high school diploma or equivalent and one-year in driving a bus or para-transit van with a wheelchair lift. First-aid and CPR certifications also required. Position requires ability and skill to identify occupation hazards and use safety precautions; communicate effectively verbally and in writing; exercise judgement in operating vehicle in inclement weather, heavy traffic, and situations requiring precise maneuvering; and maintain effective working relationships with other City employees and the general public including the elderly and disabled.

NECESSARY SPECIAL QUALIFICATIONS:

Applicants must possess a valid Class B Oregon driver=s license with a passenger and air-brake Commercial Driver=s License endorsement. Driver=s license must also reflect an excellent driving record.

See reverse side for additional information

Closing Date: January 10, 2007

SALARY RANGE: \$2,367 - \$2,877 per month plus fringe benefit package

APPLY AT: Woodburn City Hall - Personnel Office
270 Montgomery St.
Woodburn, OR 97071

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Under the provision of the Immigration Reform and Control Act of 1986, the City of Woodburn requires any person hired or rehired to provide evidence of identity and eligibility for employment. All qualified persons will be considered for employment without regard to race, color, religion, sex, national origin, marital status, age, disability or any other protected class under State and Federal laws. If you consider yourself disabled, and desire assistance, please contact the Personnel Office at the address listed above no later than the closing date of this job announcement.

Smoking is not allowed in City buildings or in City vehicles.

AN EQUAL OPPORTUNITY EMPLOYER